Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section MS 1601, PO Box 997376 Sacramento, CA 95899-7376



Employee Name	Horton, Mark
Expense Dates	09/02/09-09/04/09
Total Expense Amount	1801.65
Amount Due Employee	439.06
Form ID	TEA000520207

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

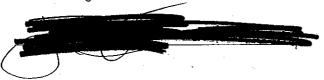
	Date	Expense Item	Amount	If not submitted - Explain
1)	09/02	O/C Lodging	127.53	
2)	09/02	O/C Meals/Incidtls,Non-comm,full	28.00	
3)	09/02	O/C Taxi Fare	46.00	'
4)	09/03	O/C Lodging	127.53	
(5)	09/04	O/C Meals/Incidtls,Non-comm,full	40.00	
6)	09/04	O/C Taxi Fare	48.00	
1_	09/03	OC MERIS/Incotts, Non-comm	1 fall 22.00	- grooms
\$ 439.00 10/21/09				

2. Forward Transmittal Sheet and attached documentation through your approval process.

CI	CLAIM EXCEPTION(S)					
	Item	Exception	Response			
1)	#A6 DPA required	Document of Prior Approval required for Out of Country Travel.	Yes			

I have reviewed the following documents.

Approved by:



Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section MS 1601, PO Box 997376 Sacramento, CA 95899-7376



Employee Name **Expense Dates Total Expense Amount** Amount Due Employee Horton, Mark 09/08/09-09/08/09 208.60 30.00

Form ID

TEA000516174

DIRECTIONS FOR SUBMISSION

Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

Date Expense Item

Amount

If not submitted - Explain

09/08 Taxi Fare

30.00

Forward Transmittal Sheet and attached documentation through your approval process.

Approved by:

